

FINANCE DEPARTMENT

INTEROFFICE MEMORANDUM

Date: February 10, 2006
To: City Council and City Manager
From: Vivian Arellano, Finance Manager
Subject: Operational Report for the Month of January

BUDGET STATUS REPORT

REVENUES	FY 2005-06 Budget	YTD 1/31/2006	YTD 1/31/2005	% Approved Budget
General Fund	2,073,208	1,164,888	1,213,308	56.2%
Water O/M Fund	1,159,532	602,714	516,330	52.0%
Water Capacity Fund	1,160	45,180	54,436	3894.8%
Sewer O/M Fund	873,381	495,100	460,676	56.7%
Sewer Capacity Fund	4,568	45,063	82,393	986.5%
Trash Fund	705,040	350,572	337,893	49.7%
Transportation Funds	312,292	141,453	104,720	45.3%
RDA	530,680	348,987	310,453	65.8%
CDBG FUNDS	96,300	38,956	69,347	40.5%
HOME Funds	6,000	2,973	1,353,215	49.6%
State COPS	100,000	100,208	101,894	100.2%
Equipment Fund	1,907	-	1,205	0.0%
Employee Health	227,684	47,223	1,825	20.7%
Public Liability Fund	35,000	35,000	-	100.0%
Bureau of Land Man.	-	-	9,000	0.0%
CDF	17,775	-	-	0.0%
Homeland Security	-	9,356	65,211	0.0%
FEMA	-	15,500	5,400	0.0%
TOTAL	6,144,527	3,443,173	4,687,305	56.0%

BUDGET STATUS REPORT (con't.)

EXPENDITURES	FY 2005-06 Budget	YTD 1/31/2006	YTD 1/31/2005	% Approved Budget
General Fund	2,110,816	1,210,358	1,402,115	57.3%
General Fund Expansio	23,500	3,658	-	15.6%
Water O/M Fund	1,113,098	801,047	859,619	72.0%
Water Capacity Fund	-	-	-	0.0%
Sewer O/M Fund	1,190,961	944,603	632,711	79.3%
Sewer Capacity Fund	69,880	38,542	101,936	0.0%
Trash Fund	706,066	390,233	373,275	55.3%
Transportation Funds	493,890	174,456	154,134	35.3%
RDA	559,466	303,241	309,289	54.2%
CDBG FUNDS	85,260	5,944	60,707	7.0%
HOME Funds	-	4,815	1,411,548	-
State COPS	117,851	38,682	23,536	32.8%
Equipment Fund	25,000	-	-	0.0%
Employee Health	224,493	50,741	2,415	22.6%
Public Liability	35,000	2,500	-	7.1%
BLM	-	2,685	8,473	0.0%
CDF Grant	17,775	483	-	2.7%
Homeland Security	-	18,888	5,400	0.0%
FEMA	-	24,908	13,048	0.0%
TOTAL	6,773,056	4,015,783	5,358,206	59.3%

Note: With seven months of the fiscal year complete revenue and expenditure levels should be at 58%.

INVESTMENT PERFORMANCE REPORT

Portfolio Value on 12/31/05	\$1,561,011.99
Accrued Interest	1,674.00
Contributions	0.00
Withdrawals	0.00
Realized Gains	0
Unrealized Gains	421.87
Interest	0.00
Dividends	0.00
Change in Accrued Interest	105.00

Portfolio Value on 1/31/06	\$1,561,433.86
Accrued Interest	2,079

Total on 1/31/06	-----\$1,563,512.83
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PROFESSIONAL SERVICES

	Project	Funding Src.	Current Amount	Fiscal YTD Amount
Berryman & Henn.	Nexus Study	Gen Expansion	3,657.50	3,657.50
Totals			3,657.50	3,657.50

	Project	Funding Src.	Current Amount	Fiscal YTD Amount
Holt Group	New Bonita	Gen. Planning	-	-
	Family Apts.	Gen. Planning	5,958.50	15,249.04
	Desert Vw.	Gen. Planning	-	-
	Snr Grdns	Gen. Planning	-	-
	Industrial Pk	Gen. Planning	-	-
	Casa Imperial	Gen. Planning	-	80.00
	Water Pipeline	Gen. Planning	-	-
	SRF	Enterprise	-	-
	DBE Prgm	Gen. Planning	-	-
	Annexation	Gen. Planning	-	-
	PSB	RDA	-	-
	Sewer Outfall	Enterprise	-	-
	WWTP Rehab	Enterprise	5,870.00	47,345.00
	WWTP Exp.	Enterprise	3,315.00	8,218.25
	Water/Sew Imp	Enterprise	-	-
	Street Project	Transportation	-	2,600.00
	Misc. Eng	Gen. Planning	-	79.50
	Crews Dev.	Gen. Planning	701.25	4,660.53
	Pacific Century	Gen. Planning	-	574.00
Totals			15,844.75	78,806.32

	Project	Funding Src.	Current Amount	Fiscal YTD Amount
Moss, Levy, Hartz.	Audit Work	Finance	7,000.00	15,000.00
Totals			7,000.00	15,000.00

PROFESSIONAL SERVICES CON'T.

	Project	Funding Src.	Current Amount	Fiscal YTD Amount
Lee & Ro, Inc.	Plant Expansion	Sewer	21,929.75	33,042.59
Totals			21,929.75	33,042.59
Raney Planning	5 YR.Plan	RDA	-	11,060.00
	HE Report	RDA	-	-
	Relocation Plan	RDA	-	-
Totals			-	11,060.00
Total Professional Services:			\$ 44,774.50	\$ 137,908.91

EMPLOYEE BENEFITS

Nothing to report.

RISK MANAGEMENT

The City Manager, City Attorney and I met with Collen and Lee on January 24th to discuss pending Worker's Compensation claims.

COMMUNITY OUTREACH**City Newsletter**

There will be a newsletter distributed in March, this will be the Spring edition. Please provide information to the City Manager if you would like to include any highlights in the newsletter. It will be distributed to all local government agencies, the Holtville Unified School District Office, the local library and local financial institutions.

LOCAL BUSINESS NEWS

Nothing to report at this time.

INFORMATION TECHNOLOGY

Nothing to report at this time.

GENERAL INFORMATION**Development**

The City Manager, Mayor, Public Works Director and I met with the Community Housing Group on January 4th to discuss a potential Manufactured Home project in the North-end of the City's sphere influence.

Temporary Employees

The City Manager and met with three temporary employment agencies to discuss the possibility of hiring three temp employees for the Public Works Department. The PW Dept is currently understaffed by three permanent full-time employees. One temp will be assigned to the Parks department, one will be assigned to the Wastewater Plant and one will be assigned to the Water Plant.

Capital Projects

The Public Works director, Waterworks Supervisor, Underground Utilities Supervisor and I met with a representative from the United States Department of Agriculture to discuss financing of Capital Projects such as the Community Center, the Sewer Outfall, and the 2nd Water Tank. The representative encouraged us to submit pre-applications. Although they do not offer grant funds, they do offer low-interest loans.

GRANT ACTIVITIES

ADMINISTRATION

On January 23rd staff recommended the award of two contracts.

- 1) A three-year contract for Housing related grant activities with Laurin & Associates, which was approved.
- 2) A three-year contract for Economic Development grant related services with DH Consulting, which was not approved.

* Staff was asked to report on the possibility of hiring a full-time ED Coordinator at the February 13th meeting.

HOUSING REHABILITATION

During the month of January Housing activities were as follows:

- Review of Housing Rehab Applications: Staff continues to place families on the waiting list for major/minor housing rehab activities related to owner-occupied mobile homes and single-family homes.
- The Council took action to move forward with four housing rehabilitation projects. One is a full reconstruction of a home and three mobile home replacements. The Council appropriated a total of \$496,351 to proceed.

BUSINESS LOAN PROGRAM

Applicants:

- The business application that was submitted in the month of December is currently under State review and local review by the Small Business Development Center.

NON REVOLVING ACTIVITIES

Please keep in mind that 49% of CDBG Program Income can be spent on Non-Revolving activities; such as planning activities, small business training sessions, grants awarded to residents of Holtville in emergency situations (i.e., a/c repair), along with others not mentioned.

GRANTS AWARDED

Nothing to report at this time.

UPCOMING GRANT PROPOSALS

STATE DEPARTMENT OF PARKS AND RECREATION

Land Water Conservation Fund (LWCF) Program

Purpose: Mack Park Renovations

Application due date May 2006

Maximum amount \$500,000 (50% match required)

Community Development Block Grant Business Program

Over The Counter Business Grant:

Accepting applications thru March 2006

Maximum Award: \$2.5 million